

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 8/14/2018

BOARD MEMBERS PRESENT: Joshua R Thompson - Chair
Cathy Hart
Mary E Leonard

BOARD MEMBERS ABSENT: John H Williams
Zendi F Meharry

BUREAU STAFF: Tana Cory, Bureau Chief
Julie Eavenson, Administrative Support Manager
Maurie Ellsworth, General Counsel
Roger Hales, Naylor and Hales
Jennifer Carr, Technical Records Specialist I
Betsy Duncan, Technical Records Specialist II

OTHERS PRESENT: George C. Thomas, Executive Director, Stevens-Henager College

The meeting was called to order at 9:00 AM MDT by Joshua R Thompson.

AMENDED AGENDA

Ms. Hart made a motion to adopt the agenda to include Course Review. It was seconded by Ms. Leonard.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The deadline to submit legislative ideas to the Governor's Office was July 13, 2018 and the deadline to submit proposed law and rule changes to the Governor's Office is August 17, 2018 for the 2019 Legislative Session.

INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE

Ms. Cory said that the Executive Order report was submitted to the Governor and Lt. Governor prior to July 1 and it has been linked on the Board's main webpage. Ms. Cory updated the Board on the legislative interim committee on occupational licensing and certification laws. The Occupational Licensing & Certification Laws

Committee met on June 22. Ms. Cory was invited to present on the process and executive order reports for the Boards served by the Bureau. It also heard from Greg Wilson, chief of staff to Lieutenant Governor Little; Albert Downs, policy specialist for the National Conference of State Legislatures; and Patrick Grace, regional manager for the Division of Building Safety.

In her presentation before the Committee, Ms. Cory noted that 29 of the 30 Boards served by the Bureau had submitted their reports. She let the Board know that all of the reports were submitted before the July 1 deadline and each Board's report has been posted to its website.

Comments by the Committee included that its efforts appeared to be on a parallel track with those of the executive order, and committee members outlined a framework where each of them would take a few reports to review with members of the Boards who wrote them. The co-chairs encouraged legislators on the committee to volunteer to review reports where they felt like they had a connection to the occupation or had constituents who serve on the Board.

The Committee had set its next meeting for Tuesday, August 7. Ms. Cory said that she received notice that the August 7 meeting was cancelled, and that she will let Board members know when she is notified of the rescheduled date.

OLD BUSINESS

The Board reviewed the To Do List. Ms. Duncan reported on approved providers of specialized courses for applicants. Idaho Health Care Association, Long Term Care Education, and St. Joseph's College of Maine continue to offer courses which are available on-line and are approved by the National Association of Long Term Care Administrator Boards (NAB). Long Term Care Education has not returned calls. Mr. Thompson said that having three verified choices for applicants to choose from in obtaining the required specialized course is acceptable.

STEVENS-HENAGER PRESENTATION

Mr. Thomas provided information to the Board on the two courses that were discussed at the previous Board meeting. He said the college is investigating the possibility of gaining approval from NAB. Mr. Thompson thanked Mr. Thomas and said the Board would continue to consider the courses for their applicants.

Ms. Leonard made a motion for Bureau staff to send a letter thanking Mr. Thomas for the presentations and asking that he provide the finalized curriculum to the Board when it is available so it can be added to a future agenda for Board review. It was seconded by Ms. Hart. Motion carried.

PROPOSED LAWS AND RULES

Mr. Hales presented possible changes to the Board's Laws and Rules. Ms. Leonard made a motion to approve the drafts with noted edits and submit them for the 2019 Legislative Session. It was seconded by Ms. Hart. Motion carried.

NEW BUSINESS

NEXT MEETING was scheduled for October 26, 2018 at 9:00 AM MDT.

CORRESPONDENCE

The Board reviewed updated statistics from NAB showing the participation of Idaho licensees in their program for tracking Continuing Education.

The Board reviewed a notice from a provider of CE, Easy CEU, regarding their company name change.

CONTINUING EDUCATION COURSE REVIEW

The Board reviewed a submission of course materials from Idaho Hospital Association (IHA) which will be provided at their upcoming convention on October 6-9, 2018. Ms. Hart made a motion for Bureau staff to reply to IHA that additional information is needed and, upon receipt, the material will be reviewed by the Board Chair for approval. It was seconded by Ms. Leonard. Motion carried.

EXECUTIVE SESSION

Ms. Leonard made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Ms. Hart, aye; Ms. Leonard, aye; and Mr. Thompson, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. It was seconded by Ms. Leonard. The vote was: Ms. Hart, aye; Ms. Leonard, aye; and Mr. Thompson, aye. Motion carried.

APPLICATIONS

Ms. Hart made a motion to approve the following for examination:

ALVARI SHERIE

NHA 1223

And to approve the following for the Administrator-In-Training Program:

LITTLE ANNE

NHAIT 1219

It was seconded by Ms. Leonard. Motion carried.

Ms. Hart made a motion to approve pending additional information and Board Chair review:

901160533

It was seconded by Ms. Leonard. Motion carried.

Ms. Leonard made a motion to approve pending additional information and Board Chair review, with notification that only the hours logged under the supervision of the approved preceptor can be counted toward the program requirement:

901065518

It was seconded by Ms. Hart. Motion carried.

Ms. Hart made a motion to table the following for additional information:

901161016

It was seconded by Ms. Leonard. Motion carried.

Ms. Leonard made a motion to approve the following for National Board examination pending passage of the open-book exam:

901160859

It was seconded by Ms. Hart. Motion carried.

ADJOURNMENT

Ms. Leonard made a motion to adjourn the meeting at 10:37 AM MDT. It was seconded by Ms. Hart. Motion carried.

Joshua R Thompson, Chair

John H Williams

Cathy Hart

Mary E Leonard

Zendi F Meharry

Tana Cory, Bureau Chief